



MINUTES OF THE REGULAR MEETING  
OF THE HISTORIC PRESERVATION BOARD  
CITY COMMISSION CHAMBERS, CITY HALL  
WEDNESDAY, APRIL 27, 2011 5:00 P.M.

The Historic Preservation Board of the City of Leesburg held its regular meeting Wednesday, April 27, 2011 in the Commission Chambers at City Hall. Guy Ross called the meeting to order at 5:05 p.m. The following Commission members were present:

Guy Ross  
Paige Chassie  
William Hayes  
J. Scott Berry  
John O'Kelley

City staff that was present included Mike Miller, Planner and Amy Serrano, Administrative Assistant II.

**MINUTES OF HISTORIC PRESERVATION BOARD MEETING FOR MARCH 23, 2011.**

**Commissioner Guy Ross moved to APPROVE the minutes as presented. Commissioner Paige Chassie SECONDED the motion, which was PASSED by a unanimous voice vote of 5 to 0.**

**NEW BUSINESS**

1. **WEDGEWOOD COMMUNITY – 107 – 109 PERKINS STREET - REVIEW THE PROPOSED INSTALLATION OF ALUMINUM RAILING AT SEVERAL LOCATIONS ON THE SUBJECT PROPERTY.**

Henri Couture was the representative for this case.

Mike Miller entered the exhibits into the record and presented the items on the overhead as well.

The Planning & Zoning recommended the approval of the request for the following reasons:

**REQUEST, PART I:**

The applicant has requested approval from the Historic Preservation Board for the following (See attached application):

Add black aluminum railing at several locations on the subject property.

**THE PLANNING & ZONING DIVISION RECOMMENDS:**

**APPROVAL** of the above request for the following reason(s):

The renovation complies with the intent of Historic District Design Guidelines as referenced by the following excerpts:

Fencing

The proposed railing/fence does comply with the Historic Guidelines. Adding the fence would respect the materials and design of the Historic District.

**See attached photos:**

As seen in the attached photos - staff recommends the design of the new fence be of appropriate scale. A limit of the height of the privacy fence of **up to four feet** in height is appropriate for the subject property.

*Recommendations, page 27:*

***New fences/railing and walls should respect traditional materials, design, and scale found in historic districts.*** They should have a regular pattern and be consistent in design with those found in the same block or adjacent buildings. Wood is the most appropriate material, particularly for simple frame buildings. Split-rail or horizontal board fences should be avoided. Cast iron fencing is most appropriate for buildings designed in the Colonial Revival, Neo-Classical, and Queen Anne styles. Fences should be of appropriate scale on street elevations. They should complement the building and not obscure significant features....

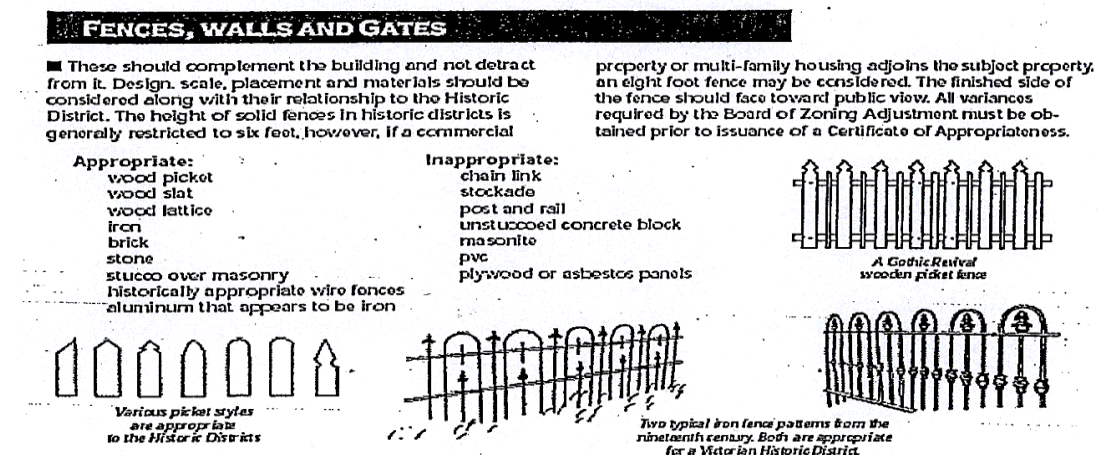
*Recommendations, page 28:*

*Applicable Standards: 9*

*9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.*

See the attached insert from **Recommendations, page 67 of the Historic Preservation Guidelines:**

*Fencing and Walls:*



Avoid:

2. Cinder block, ornate iron or wooden, rough cedar, post and rail, chain link or hurricane fences.
3. Fences of inappropriate scale that obscures the overall design of a building and its individual features.

## **ACTION REQUESTED:**

1. Vote to approve the Historic District Application as requested by Henri Couture for the Wedgewood Community located at 107 – 109 Perkins Street.

There is only a small portion of the fence that will actually be seen from the road and that is the portion we are concerned with. Mr. Couture stated that the fence is going up simply as perception. He is simply putting up a gate and lining the existing wall with a higher fence.

**Commissioner J. Scott Berry made a motion to APPROVE – WEDGEWOOD COMMUNITY. Commissioner William Hayes SECONDED the motion which, PASSED by a unanimous voice vote of 5 to 0.**

2. **LIFESTREAM BEHAVIORAL CENTER – 516 MAGNOLIA STREET – REVIEW THE PROPOSED REMOVAL AND REPLACEMENT OF ALL WINDOWS AND THE FRONT DOOR OF A COMMERCIAL BUILDING ON THE SUBJECT PROPERTY.**

Ken Wagner was the representative for this case.

Mike Miller entered the exhibits into the record and presented the items on the overhead as well.

The Planning & Zoning recommended the approval of the request for the following reasons:

### **REQUEST, PART I:**

The applicant has requested approval from the Historic Preservation Board for the following renovation (See attached application):

Remove and replace all of windows of a commercial building located on the subject property.

### **THE PLANNING & ZONING DIVISION RECOMMENDS:**

**APPROVAL** of the above request for the following reason(s):

The renovations comply with the intent of Historic District Design Guidelines as referenced by the following excerpts:

#### Windows

The replacement windows do not significantly alter the historic character of the commercial building.

*Recommendations, page 35:*

*The following steps are recommended for evaluating historic windows. First, analyze their significance to the building. Consider their size, shape, color, and detailing. Then consider the condition of the window. Inspect the sill, frame, sash, paint and wood surface, hardware, weather-stripping, stops, trim, operability, and glazing. Then, establish repair and replacement needs for existing windows.*

*If following careful evaluation, window frames are deteriorated, then they can be replaced. Replacement windows must be selected with care. They should match the original sash, pane size, configuration, glazing, muntin detailing, and profile. Small differences between replacement and historic windows can make big differences in appearance.*

*If 50% or more are deteriorated or missing, then wholesale replacement of windows is allowable. When choosing replacements, the qualities of the original windows should be used as criteria. Consider the following features of the original:*

- 1. trim detail;*
- 2. size, shape of frame, sash;*
- 3. location of meeting rail;*
- 4. reveal or set-back of window from wall plane;*
- 5. separate planes of two sash;*
- 6. color, reflective qualities of glass.*
- 7. muntin, mullion profiles, configuration.*

*If these criteria are fulfilled, the new windows need not be exact replicas of the originals. The Standards further permit new windows to be constructed of non-historic materials such as aluminum and a tint of up to 10%. Of course, matching the original materials and visual qualities is always preferable.*

## **REQUEST, PART II:**

The applicant has requested approval from the Historic Preservation Board for the following (See attached application):

Remove and replace the front door of the commercial building on the subject property.

## **THE PLANNING & ZONING DIVISION RECOMMENDS:**

**APPROVAL** of the above request for the following reason(s):

The renovation complies with the intent of Historic District Design Guidelines as referenced by the following excerpts:

### **Doors and Entrances**

The current roll up door is not historically accurate. Currently, there is an existing glass store front door next to the metal roll up door. Replacing the door will improve the character of the building in the historic district, as well as be complementary to the structure.

*Recommendations, page 10:*

*Replacement doors should either match the original or substitute new materials and designs sympathetic to the original. Any ornamentation should be based on historic precedent and in keeping with the character of the door and entrance design. Aluminum, metal, and jalousie doors should be avoided.*

*Standards 2, 3, 9*

*2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

*3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

*9. New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.*

*Under Standard 2, significant features such as doors and entrances should be preserved wherever possible. Changes to door size and configuration should be avoided. Replacement doors should either match the original or substitute new materials and designs sympathetic to the original under Standards 6 and 9. Stock doors and screen doors are inappropriate replacements. Replacement screen doors should be simple. Any ornamentation should be based on historic precedent and in keeping with the character of the door and entrance design. Aluminum, metal and jalousie doors should be avoided.*

*Sometimes new entrances are required for practical reasons or to satisfy code requirements. Placement of new entrances on principal facades should be avoided under Standard 2. New entrances can result in loss of historic fabric and detailing and change the rhythm of bays. Under Standard 9, new entrances should be compatible with the building and be located on party walls or side or rear walls that are not readily visible from the public right-of-way. New entrances on the main elevation or ones that alter the character of a building should be avoided. If a historic entrance can not be incorporated into a contemporary use for the building, the opening and any significant detailing should, nevertheless, be retained.*

#### Recommendations:

- 1. Retain and repair historic door openings, doors, screen doors, trim, and details such as transom, side lights, pediments, frontispieces, hoods, and hardware where they contribute to the architectural character of the building.*
- 2. Replace missing or deteriorated doors with doors that closely match the original or that are of compatible contemporary design.*
- 3. Place new entrances on secondary elevations away from the main elevation. Preserve non-functional entrances that are architecturally significant.*
- 4. Add simple or compatibly designed wooden screen doors where appropriate.*

#### Avoid:

- 1. Introducing or changing the location of doors and entrances that alter the architectural character of the building.*
- 2. Removing significant door features that can be repaired.*
- 3. Replacing deteriorated or missing doors with stock doors or doors of inappropriate designs or constructed of inappropriate materials.*
- 4. Removing historic doors, transom, and side lights and replacing them with blocking.*
- 5. Adding aluminum or other inappropriate screen doors.*

For clarification purposes the only windows the windows on the front side facing Main St. and the windows on the west side are being replaced. There are windows not being changed out due to not being part of this project. The windows will be white and look the almost the same that are already in place and they are

actually the same that were put up at Beyers Funeral Home. The door will be white with sidelights due to making sure there is wheelchair access. Paige Chassie asked whether the glass on top will stay and Mr. Wagner told her it was going to stay.

J. Scott Berry feels the proposed door actually fits better than the existing door in the Historic District.

**Commissioner J. Scott Berry made a motion to APPROVE – LIFESTREAM BEHAVIORAL CENTER. Commissioner William Hayes SECONDED the motion which, PASSED by a unanimous voice vote of 5 to 0.**

Guy Ross questioned whether the doors on the inside are going to be changed out. It was determined that the inside doors were the responsibility of the bank and the outside doors were the responsibility for Lifestream.

## **GENERAL HISTORIC PRESERVATION INFORMATION - STAFF APPROVED APPLICATIONS**

- NO STAFF APPROVED APPLICATIONS AT THIS TIME.

## **DISCUSSION ITEMS**

- IS THE BOARD CONTENT WITH A 5:00PM MEETING TIME?

The former chairperson wanted the meeting time changed to 5:00pm accommodate his busy schedule. Now that the former Chairman is no longer serving on the board, staff wanted to confirm with the board that they were content with the current meeting time of 5:00pm. After some minor discussion, it was determined by consensus that a 5:00pm meeting time is satisfactory for the entire board.

## **OUTSTANDING HISTORIC RESTORATION – BOARD DISCUSSION**

Some suggestions were made by Mike Miller. The suggested locations were Frank's Place, Main Street Dentist, Bone Law office and the Candy Shop.

Frank's Place was nominated to be the first property to receive recognition (May 2011). Following Frank's Place, the sign would be moved in the order that the board voted which would be the Main Street Dentist (June 2011), The Bone Law Firm (July 2011) and then the candy store (Denny Lynn's House of Chocolate) (August 2011).

**Commissioner William Hayes made a motion to APPROVE the restoration sign locations for the next three months. Commissioner Paige Chassie SECONDED the motion which, PASSED by a unanimous voice vote of 5 to 0.**

Guy Ross asked the staff to update the Staff Recommendation List of where the sign has been placed.

Guy Ross questioned the appearance of the building on the corner of 5<sup>th</sup> and Magnolia (backs up to Levi's) and the building on 6th and Magnolia. He wanted to know the status due to the way the buildings look.

Mr. Hayes asked staff the expiration date of his tenure as a Commissioner. Mike Miller informed him that he would notify him of his expiration date at a later time. Mr. Hayes went on to suggest that an application be given to the spouse of the Beacon College Interim President. She is highly qualified and will be a resident of the City of Leesburg for the next two years.

## **ANNOUNCEMENTS**

1. THE NEXT SCHEDULED MEETING OF THE LEESBURG HISTORIC PRESERVATION BOARD IS MAY 25, 2011 - (AS NEEDED BASIS)

There was no further discussion or comments.

## ADJOURNMENT

The meeting adjourned at 5:32 p.m.

**Commissioner William Hayes made a motion to APPROVE adjournment. Commissioner J. Scott Berry SECONDED the motion which, PASSED by a unanimous voice vote of 5 to 0.**

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John O'Kelley, Chairperson

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Amelia Serrano, Administrative Assistant II